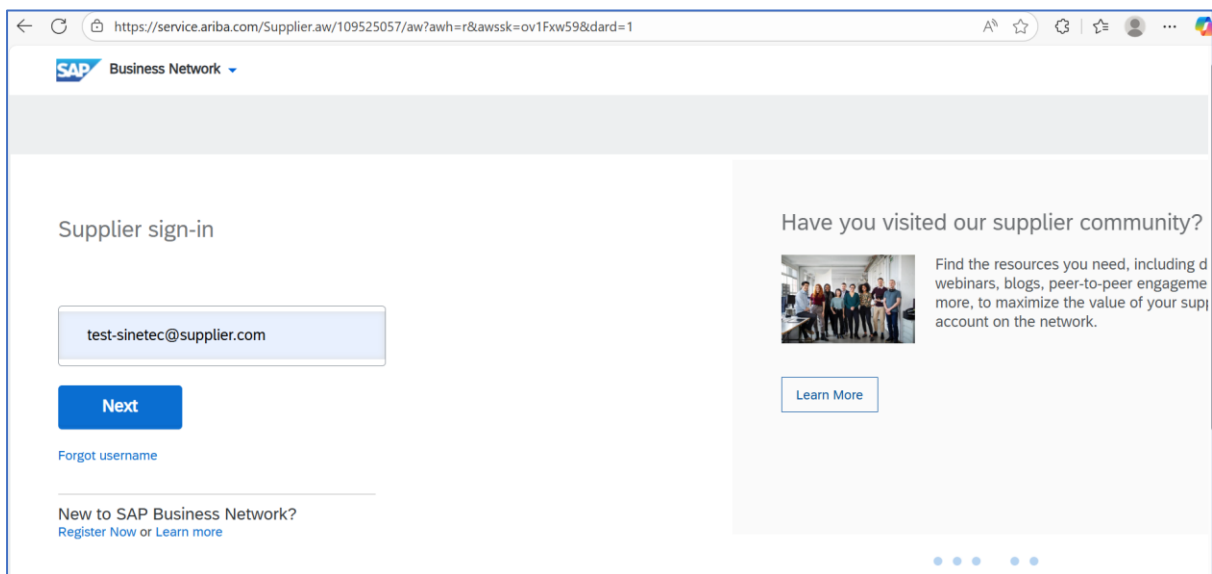
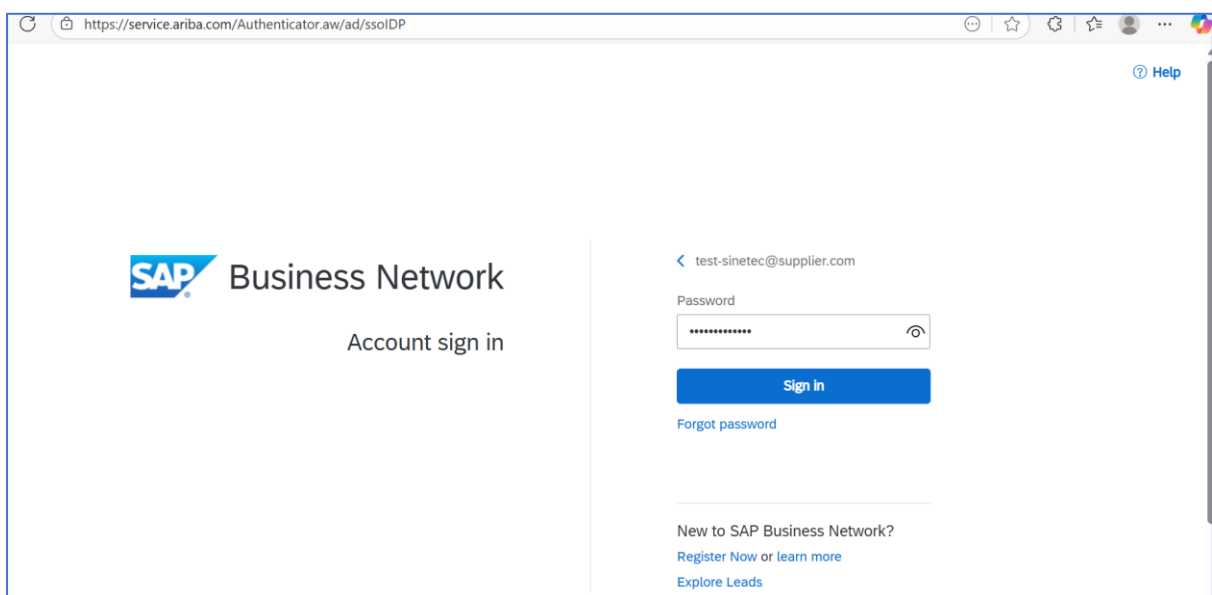


Create and Submit Response for a single bid RFP In ARIBA Network

- To create and submit a response against a single bid RFP in ARIBA Network, Log in using your ARIBA network credentials

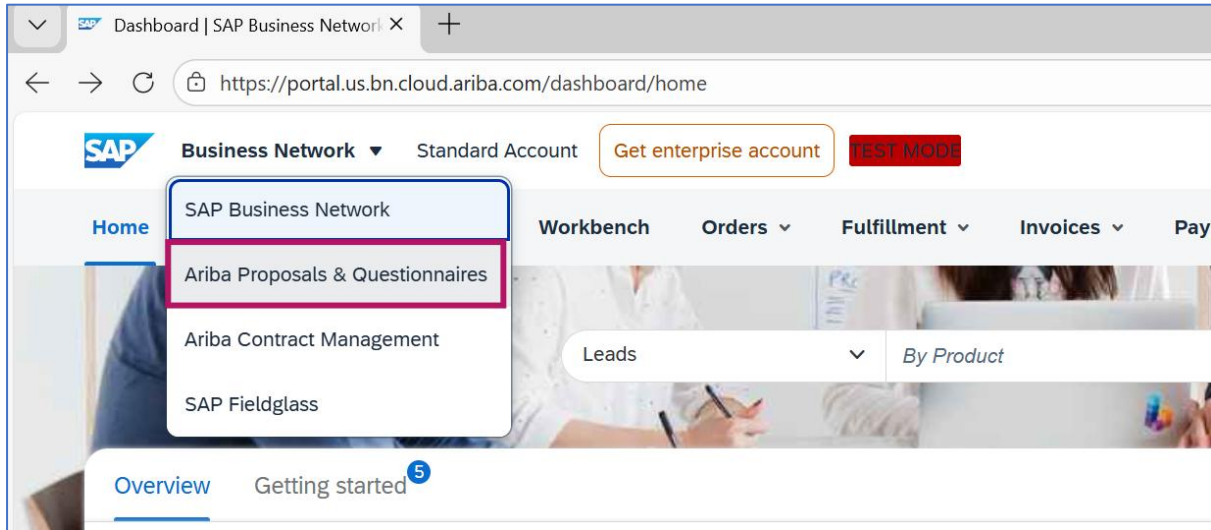


The screenshot shows the SAP Business Network Supplier sign-in page. The URL in the browser is <https://service.ariba.com/Supplier.aw/109525057/aw?awh=r&awssk=ov1Fwx59&dard=1>. The page has a header with the SAP Business Network logo. The main content area is titled "Supplier sign-in". It features a text input field containing the email address "test-sinetec@supplier.com", a blue "Next" button, and a link for "Forgot username". Below the input field, there is a section for new users: "New to SAP Business Network?" with links for "Register Now" and "Learn more". On the right side, there is a promotional banner titled "Have you visited our supplier community?" with a photo of a group of people and a "Learn More" button. The banner text says: "Find the resources you need, including d webinars, blogs, peer-to-peer engagemore, to maximize the value of your sup account on the network."

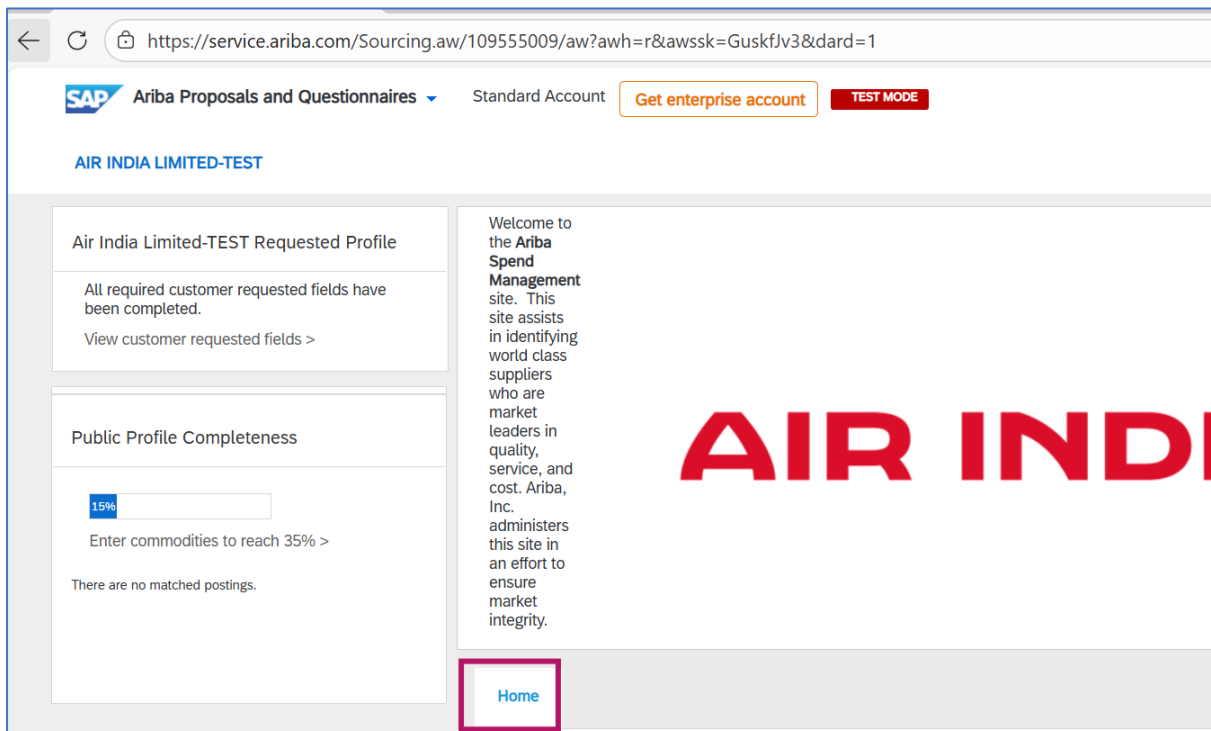


The screenshot shows the SAP Business Network Account sign in page. The URL in the browser is <https://service.ariba.com/Authenticator.aw/ad/ssoIDP>. The page has a header with the SAP Business Network logo. The main content area is titled "Account sign in". It features a text input field for the email address "test-sinetec@supplier.com", a password input field with a masked password "*****" and a toggle icon, a blue "Sign in" button, and a link for "Forgot password". Below the input fields, there is a section for new users: "New to SAP Business Network?" with links for "Register Now" and "Explore Leads".

- Select Ariba Proposals & Questionnaires.



- In the Home Tab, list of RFPs will be displayed.



- In the Status Open section, all RFPs currently awaiting response will be listed.
- Select the RFP against which response is to be created.

Title	ID	End Time ↓
▼ Status: Completed (3)		
RFP PACE template	Doc2948096481	2/2/2026 15:18
RFP PACE template UAT4	Doc2939807316	28/1/2026 15:02
RFP PACE Template UAT3	Doc2939476231	28/1/2026 12:00
▼ Status: Open (4)		
RFP-Single Bid	Doc2985963129	28/2/2026 12:46
RFP-Sourcing SB	Doc2982431349	25/2/2026 15:22
RFP Sourcing SOP	Doc2975310090	24/2/2026 16:30
RFP Sourcing SB SOP	Doc2982723409	Not Available
▼ Status: Pending Selection (1)		
RFP PACE Template SOP	Doc2950080498	3/2/2026 10:49

- RFP invitation page will open.

Ariba Sourcing

Company Settings ▼ RY ▼ Feedback Help ▼

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Desktop File Sync

Event Details

Doc2985963129 - RFP-Single Bid

Round: 1

Time remaining 4 days 20:48:49

Event Messages
Download Tutorials

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

▼ Event Contents

All Content
1 Introduction
4 Pricing

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

Download Content Review Prerequisites Decline to Respond Print Event Information

All Content

Name 1	Quantity	Price	Extended Price	Total Cost	Comment	Attachments
1.0 Introduction	More...					
2.0 General Terms & Conditions	General Terms & Conditions.docx ▼					
3.0 Item Specifications	Specifications.docx ▼					
▼ 4.0 Pricing	More...					
4.1 Disc_TEA CUP ▼	Less...	10,000 each				

Event Overview and Timing Rules

Owner: Kshipra ⓘ
Event Type: RFP

Currency: Indian Rupee
Commodity: Melamine M06007
Regions: Inflight - PACE Inflight - PACE
Anticipated Contract Effective Date: 02/03/2026 ⓘ

- Download and review the general terms and conditions and the specifications shared by the Buyer.

Ariba Sourcing Company Settings

[Go back to Air India Limited-TEST Dashboard](#)

Event Details Doc2985963129 - RFP-Single Bid Round: 1

[Event Messages](#)
[Download Tutorials](#)

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

▼ Event Contents

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

[Download Content](#) [Review Prerequisites](#) [Decline to Respond](#) [Print Event Information](#)

All Content

Name ↑	Quantity	Price	Extended Price	Total Cost
1.0 Introduction	More... +			
2.0 General Terms & Conditions General Terms & Conditions.docx ✓				
3.0 Item Specifications Specifications.docx ✓				
▼ 4.0 Pricing	More... +			

- Go to the pricing Section.
- This section lists all the items included in the RFP, along with item descriptions, quantities, and delivery locations.
- If the RFP includes multiple items, they will all be listed here.

All Content

Name ↑	Quantity	Price	Extended Price	Total Cost	Comment	Att
▼ 4.0 Pricing	More... +					
4.0 Disc TEA CUP ✓	Less... -	10,000 each				
AI Total Cost: 0.00 INR FX ✓						
Discount Percentage:						

All Content

Name ↑	Quantity	Price	Extended Price	Total Cost	Comment	Att
AI Total Cost: 0.00 INR FX ✓						
Discount Percentage:						
Freight Value:						
Freight Percentage: 0% per unit						
Additional Charge Vt:						
P&F Value:						
P&F Value:						
P&F Percentage:						
Tax Code:						
Plant: 1000 AIL -Mumbai						
Order Unit:						
Discount %:						

- In the RFP Rules, view the published date, due date, and currency.

Event Overview and Timing Rules

Owner: Kshipra ⓘ	Currency: Indian Rupee
Event Type: RFP	Commodity: Melamine M06007
	Regions: Inflight - PACE Inflight - PACE
Anticipated Contract Effective Date: 02/03/2026 ⓘ	

Publish time: 23/2/2026 12:46
 Due date: 28/2/2026 12:46

Bidding Rules

- Once all the RFP details have been reviewed and response is ready, click on Review Prerequisites.

Ariba Sourcing

< Go back to Air India Limited-TEST Dashboard

Event Details

Doc2985963129 - RFP-Single Bid

Round: 1

Event Messages

Download Tutorials

▼ Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots/Line Items
- Submit Response

▼ Event Contents

All Content

1 Introduction

4 Pricing

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

[Download Content](#)
[Review Prerequisites](#)
[Decline to Respond](#)
[Print Event Information](#)

All Content

Name ↑	Quantity	Price	Extended Price	Total Cost
1.0 Introduction	More... +			
2.0 General Terms & Conditions General Terms & Conditions.docx ✓				
3.0 Item Specifications Specifications.docx ✓				
▼ 4.0 Pricing	More... +			
4.1 Disc_TEA CUP ✓	Less... -	10,000 each		
Disc_TEA CUP				

Event Overview and Timing Rules

- Accept the General Terms of the agreement.

Prerequisites
Doc2985963129 - RFP-Single Bid

▼ Checklist
1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

Prerequisites must be completed prior to participation in the event. You must accept the modified envelope bidding event agreement to continue.

In consideration of the opportunity to participate in on-line events ("On-Line Events") held and conducted by the company sponsoring this On-Line Event ("Sponsor") on the web site (this "Site") hosted by Ariba, Inc. ("Site Owner"), your company ("Participant" or "You") agrees to the following terms and conditions ("Bidder Agreement"):

- Bids.** If you are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.
- Price Quotes.** Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.
- Procedures and Rules.** Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.
- Confidentiality.** Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.
- Bids through Site only.** Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor.
- Ethical Conduct.** All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.
- Export Control.** All parties who use this Site hosted by Ariba, Inc. agree to comply with all applicable export control and sanctions laws, including the laws of the US, EU and Germany.
- Survival.** The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

BA v1.1 19Aug05

☐ I accept the terms of this agreement.
☒ I do not accept the terms of this agreement.

Modified Envelope Bidding Event Agreement

The buyer has configured this event to allow rejected envelopes to be retrieved and opened while the event remains in Pending Selection status. I accept the terms of this agreement: ☐

- Click OK to submit the agreement.

6. **Ethical Conduct.** All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.
7. **Export Control.** All parties who use this Site hosted by Ariba, Inc. agree to comply with all applicable export control and sanctions laws, including the laws of the US, EU and Germany.
8. **Survival.** The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

BA v1.1 19Aug05

☐ I accept the terms of this agreement.
☒ I do not accept the terms of this agreement.

Modified Envelope Bidding Event Agreement

The buyer has configured this event to allow rejected envelopes to be retrieved and opened while the event remains in Pending Selection status. I accept the terms of this agreement: ☐

☒ Submit this agreement?
Click OK to submit.



- In the lots available for bidding section, select the items against which response is to be created.
- If the buyer has enabled selective item responses and multiple items are available, you can select specific items you wish to quote for.
- Choose items individually or use the checkbox at the top to select all items.
- Then click Confirm Selected Lots/Line Items.

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Select Lots Doc2985963129 - RFP-Single Bid

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot w

Select Lots/Line Items Select Using Excel

Lots Available for Bidding

☒	Name
☒	4.1 Disc_TEA CUP
	Disc_TEA CUP

[Confirm Selected Lots/Line Items](#)

- Enter the basic price per unit.
- Attach the Supporting documents such as specifications. Line wise attachments can be done.

Doc2985963129 - RFP-Single Bid Round: 1 Time remaining 4 days 20:35:59

All Content

Name ↑	Quantity	Price	Extended Price	Total Cost	Comment	Attachments
1.0 Introduction	More... +					
2.0 General Terms & Conditions						
3.0 Item Specifications						
▼ 4.0 Pricing	More... +					
4.1 Disc_TEA CUP	Less... - 10,000 each	* INR per unit	Fix	Fix		Attach a file

(*) indicates a required field

[Submit Entire Response](#) [Update Totals](#) [Save draft](#) [Compose Message](#) [Excel Import](#)

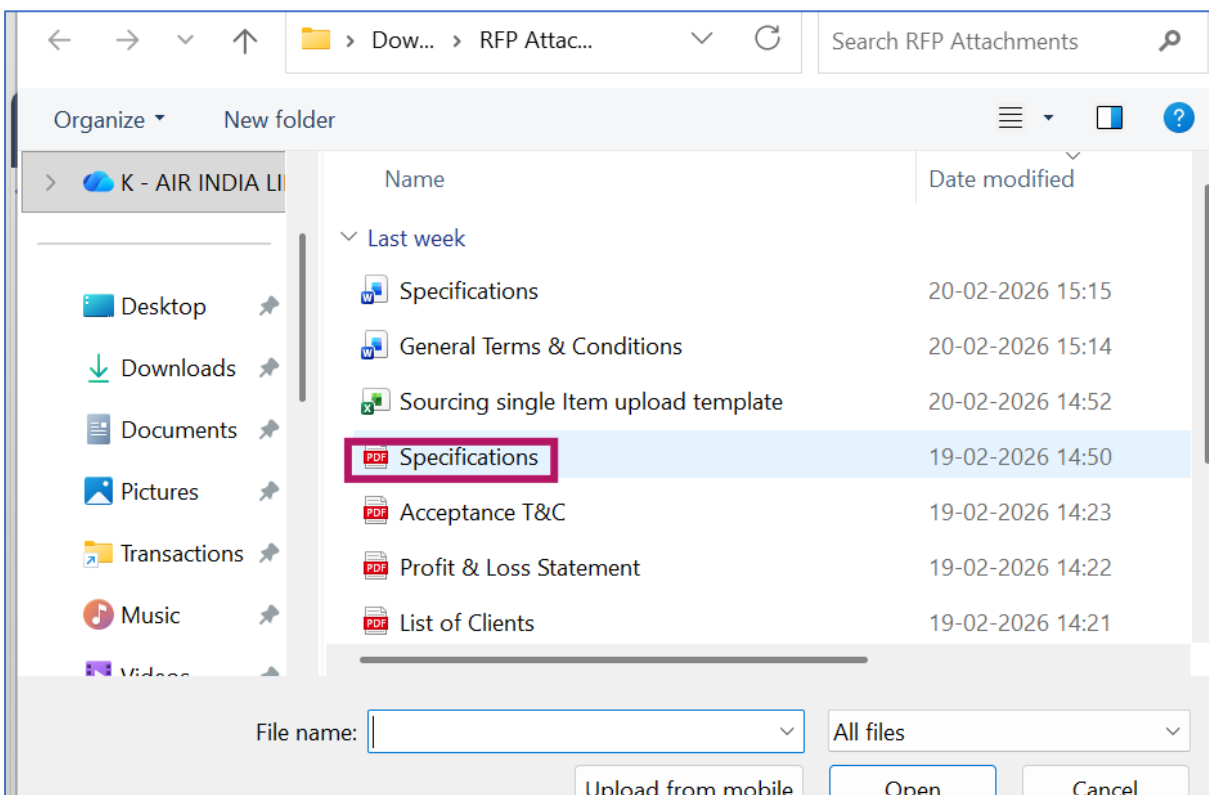
Ariba Sourcing

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Add Attachment

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: Choose File No file chosen
 Or drop file here



Ariba Sourcing

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Add Attachment

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: Choose File Specifications.pdf
 Or drop file here

OK Cancel

OK Cancel



All Content						
	Quantity	Price	Extended Price	Total Cost	Comment	Attachments
ing	More... +					
sc_TEA CUP	Less... -	10,000 each	12.00 INR per unit			Specifications.pdf
sc_TFA CUP						

- Applicable conditions—such as freight or packing and forwarding—can be entered in this section.
- Ensure you enter either a percentage, or a value.
Make sure the same condition is not entered in both formats.

All Content	
Name ↑	Quantity
Discount Percentage:	per unit
Freight Value:	INR all units
Freight Percentage:	0% per unit
Additional Charge VI:	INR all units
P&F Value:	INR all units
P&F Percentage:	per unit
Tax Code:	Unspecified
Plant:	1000 AIL -Mumbai
Order Unit:	
Discount %:	per unit

- Select the applicable tax code

P&F Percentage:	per unit
Tax Code:	[GC] Input Ded: IGST 18%
Plant:	1000 AIL -Mumbai
Order Unit:	



- Click on Update Totals.

All Content

Name ↑	Quantity	Price	Extended
▼ 4.0 Pricing More... +			
4.1 Disc_TEA CUP ▼ Less... -	10,000 each	* 12.00 INR per unit Fx ✓	
Disc_TEA CUP			
AI Total Cost:		0.00 INR Fx ✓	

(*) indicates a required field

[Submit Entire Response](#)
[Update Totals](#)
[Save draft](#)
[Compose Message](#)
[Excel](#)

- The AI Total Cost will update to reflect the complete cost, including all applied conditions.

All Content

Name ↑	Quantity	Price	Extended Price	Total Cost	Comment
4.1 Disc_TEA CUP ▼ Less... -	10,000 each	* 12.00 INR per unit	120,000.00 INR Fx ✓	120,000.00 INR Fx ✓	
Disc_TEA CUP					
AI Total Cost:		120,500.00 INR Fx ✓			
Discount Percentage:		per unit			
Freight Value:		INR all units			

(*) indicates a required field

- Click on Draft to save the response or
- Click on Submit Entire Response, once response is completed.

 Doc2985963129 - RFP-Single Bid

All Content

Name ↑	Quantity	Price	Extended Price	Total
Specifications.docx ▾				
▼ 4.0 Pricing More... +			120,000.00 INR	120,000.00 INR
4.1 Disc_TEA CUP ▾ Less... -	10,000 each	* 12.00 INR per unit	120,000.00 INR Fx✓	120,000.00 INR
Disc_TEA CUP				
AI Total Cost: 120,500.00 INR Fx✓				

(*) indicates a required field

Submit Entire Response
Update Totals
Save draft
Compose Message
Excel Import

 Doc2985963129 - RFP-Single Bid

All Content

Name ↑	Quantity	Price	Extended Price	Total
Specifications.docx ▾				
▼ 4.0 Pricing More... +			120,000.00 INR	120,000.00 INR
4.1 Disc_TEA CUP ▾ Less... -	10,000 each	* 12.00 INR per unit	120,000.00 INR Fx✓	120,000.00 INR
Disc_TEA CUP				
AI Total Cost: 120,500.00 INR Fx✓				

(*) indicates a required field

Submit Entire Response
Update Totals
Save draft
Compose Message
Excel Import

 Submit this response?

Click OK to submit.

OK
Cancel



Dashboard Desktop File Sync

Doc2985963129 - RFP-Single Bid Round: 1 Time remaining 4 days 20:24

Your bid ID3146922361 is being processed.

All Content

Name ↑	Quantity	Price	Extended Price	Total Cost	Comment	Attachments
▼ 4.0 Pricing More... +			120,000.00 INR	120,000.00 INR		
4.1 Disc_TEA CUP Less... -	10,000 each	12.00 INR per unit	120,000.00 INR Fx✓	120,000.00 INR Fx✓		Specifications.pdf
Disc_TEA CUP						
AI Total Cost:		120,500.00 INR Fx✓				
Discount Percentage:						
Freight Value:						
Freight Percentage:		0% per unit				

Compose Message

- A confirmation message will appear once the response has been successfully submitted

Ariba Sourcing Company Settings ▼ RY ▼ Feedback Help ▼

< Go back to Air India Limited-TEST Dashboard Desktop File Sync

Console Doc2985963129 - RFP-Single Bid Round: 1 Time remaining 4 days 20:24:10

Event Messages
Response History

✓ Your response has been submitted. Thank you for participating in the event.

Revise Response

All Content

Name ↑	Quantity	Price	Extended Price	Total Cost	Comment	Attachments
1.0 Introduction More... +						
2.0 General Terms & Conditions General Terms & Conditions.docx ✓						
3.0 Item Specifications Specifications.docx ✓						
▼ 4.0 Pricing More... +			120,000.00 INR	120,000.00 INR		
4.1 Disc_TEA CUP More... +	10,000 each	12.00 INR	120,000.00 INR Fx✓	120,000.00 INR Fx✓		Specifications.pdf

Compose Message

Checklist

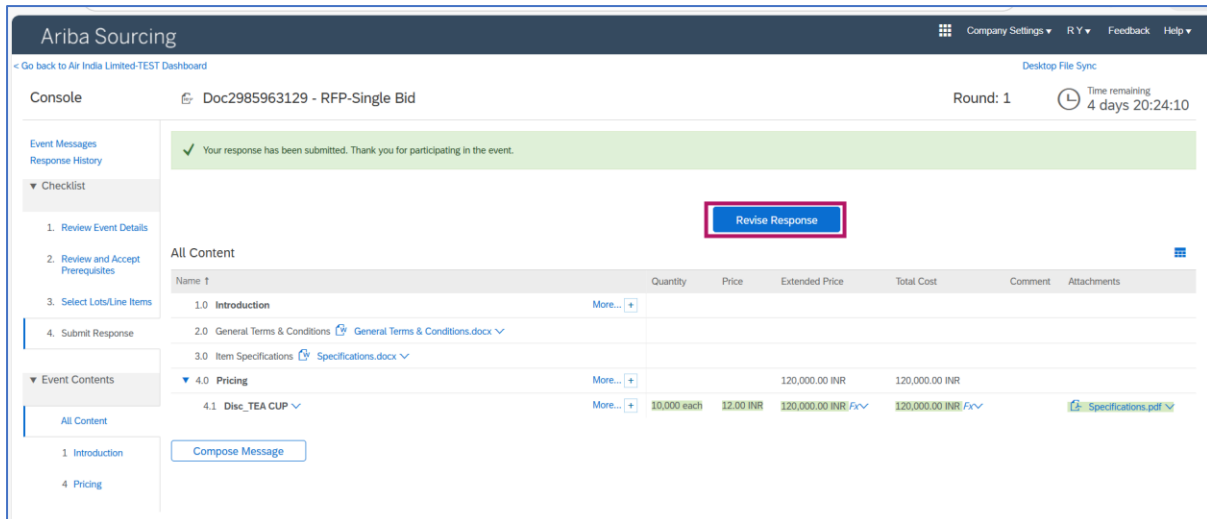
- Review Event Details
- Review and Accept Prerequisites
- Select Lots/Line Items
- Submit Response

Event Contents

All Content

- Introduction
- Pricing

- If the response needs to be revised. Click on Revise Response. Make necessary changes and submit.
- Response can be revised any time before the RFP due date.



Ariba Sourcing

< Go back to Air India Limited-TEST Dashboard

Company Settings R.Y Feedback Help

Desktop File Sync

Console Doc2985963129 - RFP-Single Bid Round: 1 Time remaining 4 days 20:24:10

✓ Your response has been submitted. Thank you for participating in the event.

[Revise Response](#)

All Content

Name	Quantity	Price	Extended Price	Total Cost	Comment	Attachments
1.0 Introduction	More...					
2.0 General Terms & Conditions	General Terms & Conditions.docx					
3.0 Item Specifications	Specifications.docx					
4.0 Pricing	More...		120,000.00 INR	120,000.00 INR		
4.1 Disc_TEA CUP	More...	10,000 each	12.00 INR	120,000.00 INR	Fr✓	Specifications.pdf

Compose Message

- Response can be opened and viewed at any time by logging in to the ARIBA network.

